

CLASSIFICATION SPECIFICATION FOR: PARKING CONTROL OFFICER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under the general direction, to performs a variety of duties in support of the Police Department function. Work is performed under the direct supervision of the Traffic Coordinator Sergeant.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Community Service Officer classification by the latter class legal responsibility associated with the processing of evidence and property. This classification is distinguished from the Police Officer classification in that it does not have sworn officer status

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Patrols the Town for the purpose of enforcing and preventing violations of parking codes and ordinances; and for the purpose of reporting unsafe conditions.
2. Prepares necessary reports and appears in court to present evidence and testimony as required.
3. Issues warnings and traffic citations, directs traffic, enforces parking regulations.
4. Assists ill or injured citizens until proper medical aid arrives. Renders first aid and/or CPR when necessary.
5. Work flexible shifts including nights and weekends.
6. Communicate effectively with all members of staff and community.
7. Recall detail events, conversations or readings and record those recreations in written and/or oral form.
8. Interpret and apply oral or written material/instructions apply that data correctly to practical circumstances.
9. Remain alert and coherent under routine, highly stressful, or environmentally difficult conditions.
10. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- High school diploma or equivalent.
- Possession of a valid California Class C driver's license.
- Have a background free of any felony convictions and with a demonstrated personal history of being able to live within the law.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of traffic laws and regulations.
- Applicable Town, California Vehicle Code and Municipals Codes regulations.
- Principles of basic report writing.
- Basic mathematic.
- General customer service techniques.
- Safe work practices.

Ability to:

- Interpret and apply oral or written material/instructions, including the ability to listen to or read abstract or directive instructional material and to apply that data correctly to practical circumstances.
- Recall detail to accurately recreate witnessed events, conversations or readings and to record those recreations in written and/or oral form.
- Remain alert and coherent. Including the ability to take action or to decide between alternative courses of action under routine, highly stressful, or environmentally difficult conditions; an ability to remain alert at varying hours after scheduled rest or to remain alert during extended periods of an emergency of unanticipated nature.
- Work flexible shifts including nights and weekends.
- Use good judgement and clear thinking during stressful situations.
- Understand communicate clearly and concisely, both orally and in writing.
- Interpret and apply state and local policies, laws and regulations.
- Operate a motor vehicle safely and in accordance with traffic laws and rules.
- Write clear, concise and complete reports.
- Read and understand the Municipal Code, State Vehicle Code, Town policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to speak and understand a second language other than English.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and

the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee work outdoor; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, traffic, and inclement weather conditions.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the Town Employees Association.

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